

DD/S&T#

4442-81

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Cost Reduction and Efficiency (CORE) Items for
Further Consideration

DD/A Registry

1170/13

FROM:

Maurice Lipton *ML*
Comptroller
4 E 42 Hqs

EXTENSION

NO.

DATE

30 SEP 1981

25X1

TO: (Officer designation, room number, and
building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)1. ADDS&T
6 E 60 Hqs

1 OCT 1981

*AT*Please call Holly ☐ for
hand carry.

25X1

2.

3. ADDO
7 E 26 Hqs*z*TO: COMPTROLLER
FROM: DD/NFAC

4.

5. DD/NFAC
7 E 44 Hqs

2 OCT 1981

Reb

Merry

This is ~~not~~ the
best way to do this.
The problem is
important enough
to deserve a meeting
to discuss the ideas
on to, at least, give
us more than
a few minutes to
"heavy-up" and vote.

25X1

7. ADDA
7 D 24 Hqs

10-7

✓

8.

9. *Comptroller*

10/7

me

10.

11.

12.

13.

14.

15.

(over)

2 OCT 1981

OL 1 4028



Bill -

Suggest DA prep
briefing for Ex Com +
present it to the
ADDs for comment first
re Swan's suggestion.



25X11

COPY CENTER REQUEST

| | | | |
|------------------------------|--|----------------------|------------------------------|
| NAME <i>Sharon</i> | | DATE <i>11-20</i> | DATE REQUIRED <i>ASAP</i> |
| OFFICE <i>0-201</i> | ROOM NO. <i>2C02</i> | EXTENSION | |
| NO. OF ORIGINALS <i>1</i> | NO. OF COPIES PER ORIGINAL <i>1</i> | TOTAL | |
| TYPE OF MATERIAL COPIED | | INSTRUCTIONS | |
| DISPATCH | MEMO | ASSEMBLE | HEAD TO HEAD |
| CABLE | FORM | STAPLE | TUMBLE |
| OTHER | | REMARKS | |

3925 (6-76)

(38)

MEMORANDUM FOR: Secretaries to JIA CORE Working Group Members

FROM: Sharon

A meeting to discuss a CORE presentation for the EXCOM has been scheduled for Wednesday, 21 October 1981, at 3:30 p.m. in Room 3E14 HQS.

Sharon

10-19-81

Date

FORM 5-75 101 USE PREVIOUS EDITIONS

GPO : 1981 O - 345-783

| | | | | |
|------------------------|--|-----------------------|---------------|---|
| SEC. CL. C | | ORIGIN Comptroller | | CONTROL NO. OL 1 4328 |
| DATE OF DOC 9/30/81 | DATE REC'D 10/16 | DATE OUT | SUSPENSE DATE | CROSS REFERENCE OR POINT OF FILING Compt 81-1274 S&T-4442-81 |
| TO FROM SUBJ. | Mltpl Adsee DDA 1170-13 Maurice Lipton, Comptroller Cost Reduction and Efficiency (CORE) Items for Further Con- sideration | | | ROUTING AEO/OL AD/L |
| | | | | DATE SENT 10/16 10/16 |
| COURIER NO. | | | | ANSWERED |
| | | | | NO REPLY |
| | | | | 1 |

OFFICE OF THE COM ROLLER

14 OCT 1981

ADD/A

Bill,

If you concern (back
of pink slip) please
have your troops set
up a briefing. You &
I should review it
about 2 weeks prior
to Excom (Paperwork
goes out one week
before).

Ok?

faury

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DD/S&T# 4442-81

30 SEP 1981

MEMORANDUM FOR: Associate Deputy Director for Science and Technology
Associate Deputy Director for Operations
Deputy Director, National Foreign Assessment Center
Associate Deputy Director for Administration


FROM: Maurice Lipton
Comptroller

SUBJECT: Cost Reduction and Efficiency (CORE) Items for
Further Consideration

1. The attached twelve pages comprise a selection of CORE submissions judged to be worthy of consideration for further study and analysis on the basis of their potential to achieve immediate dollar or position savings for the Agency. Each page describes a different submission and provides for your vote as to your preference with respect to further analysis. Those submissions receiving a majority of "yes" votes will be referred to the EXCOM for discussion.

2. Those submissions selected by the EXCOM will then be subjected to detailed analysis and, if appropriate, eventually implemented.

25X1


Maurice Lipton

Attachments

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Distribution:

- Original - Addressees w/atts
- 1 - ADDS&T w/o atts
- 1 - ADDA w/o atts
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- 1 - ADDA w/o atts

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1. ACCELERATION OF SECURE VOICE PROGRAM

Acceleration of installation of the secure voice switches in the Headquarters building and the satellite buildings will permit elimination of the red telephone system, the gray telephone system, and the 758-C switch at Headquarters for a savings of approximately \$500K a year. Options on the present contract would result in a savings of an additional \$900K by avoiding the inflation costs which are part of the present contract.

COST \$6,719K

PEOPLE

SAVINGS:

PEOPLE

DOLLARS \$500K/yr.

VOTE:

YesNo

COMPTROLLER

☒☐

ADDS&T

☒☐

ADDO

☒☐

DD/NFAC

☐☐

ADDA

☒☐

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Page Denied

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3. NEW PRINTING EQUIPMENT

The acquisition of a laser platemaker in FY-82 will automate the production of printing plates and reduce the need for the photographic process traditionally required in offset lithography. This is expected to result in a film cost savings of \$80,000 per year, and a labor savings of two man-years, or \$56,000 per year, in prepress operations. Efficiencies resulting from the replacement of a 26-year-old 48-inch single-color press in FY-82 are expected to save a man-year in the press room with a dollar value of \$28,000. Replacement of two 40-inch presses in FY-83, and their consolidation in a single four-color 40-inch press will save an additional man-year in press room staffing requirements. The installation of an Atex 8090 Mini-Edit text editing system in NFAC, which will interface with ETECS, will permit more efficient utilization of personnel and faster job throughput thus saving the Agency, not necessarily the Printing and Photography Division (P&PD), an estimated two man-years while improving product quality. In total, the estimated material and manpower savings resultant from the planned initiatives will be \$248,000 per year.

COST \$1,200KPEOPLE SAVINGS: PEOPLE DOLLARS \$248K/Yr.

VOTE:

YesNo

COMPTROLLER

☒☐

ADDS&T

☒☐

ADDO

☒☐

DD/NFAC

☒☐

ADDA

☒☐~~CONFIDENTIAL~~

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4. INCREASE COMPETITIVE PROCUREMENT

The Public Law has historically required that Government purchases of goods and services be accomplished using full and free competition to the maximum extent practicable. Offering all qualified firms the opportunity to compete helps to minimize favoritism and collusion and provides assurance that acceptable products and services are obtained at the lowest prices. In many cases, lack of adequate planning or lack of personnel resources do not permit competitive procurement.

There is no empirical data readily available to quantify cost savings from increasing competitive procurement activity. We believe a cost savings of \$3,000,000 could be achieved. We believe that additional effort would be required to process more competitive procurement actions. The equivalent of two or more additional positions have been used to reflect this additional effort.

COST _____
 PEOPLE 2
 SAVINGS: _____
 PEOPLE _____
 DOLLARS \$3M

VOTE:

| | <u>Yes</u> | <u>No</u> |
|-------------|----------------------------|--|
| COMPTROLLER | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ADDS&T | <input type="checkbox"/> | <input checked="" type="checkbox"/> <i>SAVINGS are illusory.</i> |
| ADDO | <input type="checkbox"/> ? | <input type="checkbox"/> |
| DD/NFAC | <input type="checkbox"/> | <input checked="" type="checkbox"/> <i>SAVINGS are illusory.</i> |
| ADDA | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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5. CONSOLIDATION OF MICROGRAPHICS

The proposal for consolidation of micrographic facilities in the Agency is based on the premise that cost reductions could be made in four areas: personnel ; floor space (3,941 sq. ft.); equipment (29 pieces); and supplies (\$12,388). It is estimated that operating costs could be reduced by \$230,000 - \$260,000 per year.

25X1

COST _____
 PEOPLE _____
 SAVINGS: _____
 PEOPLE
 DOLLARS \$245K

25X1

| VOTE: | <u>Yes</u> | <u>No</u> |
|-------------|-------------------------------------|-------------------------------------|
| COMPTROLLER | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ADDS&T | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ADDO | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| DD/NFAC | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ADDA | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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6. GENIGRAPHICS IN THE PRINTING AND PHOTOGRAPH DIVISION

The Genigraphics System was acquired by the National Foreign Assessment Center (NFAC) for a "best guess" cost of \$600,000. The Printing and Photograph Division (P&PD) feels that computer graphics service would not be adversely impacted by Genigraphics' placement in the Division. As a matter of fact, P&PD is in the process of requisitioning a computer graphics system of its own for \$66,000, with delivery sometime around 1 October 1981. This cost could be avoided by the turnover to P&PD of the Genigraphics System. P&PD is not knowledgeable enough of how NFAC uses the system and, therefore, cannot comment on whether it could provide the service with less positions than NFAC employs. It is assumed only that P&PD could become as efficient as NFAC in the use of the system.

COST _____
 PEOPLE _____
 SAVINGS: _____
 PEOPLE _____
 DOLLARS \$66K

VOTE:

| | <u>Yes</u> | <u>No</u> |
|-------------|-------------------------------------|--|
| COMPTROLLER | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ADDS&T | <input type="checkbox"/> | <input checked="" type="checkbox"/> - don't understand the pt. |
| ADDO | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| DD/NFAC | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ADDA | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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7. "BLUE BLAZER" PROTECTIVE FORCE

We are inaugurating a program of supplementing the Federal Protective Office (FPO) with our own staff protective force in order to reduce the costs of protecting the [] and the []. This program, coupled with other adjustments in planned coverage, will cost \$89,000 vice the [] of all FPO guard complement. The FY-1982 savings [] with ongoing savings in future years. If the concept is validated through experience at these two initial locations, Security will expand the program to other carefully selected locations.

25X1

COST

PEOPLE 4

SAVINGS:

PEOPLE

DOLLARS []

25X1

VOTE:

Yes

No

COMPTROLLER

☐☒ *

ADDS&T

☒☐

ADDO

☒☐

DD/NFAC

☐☒

ADDA

☒☐

* USE WHEN WE A FORCED. IT COSTS US STAFF SO IT'S NOT A GOOD TRADE EVERYWHERE.

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8. INCREASE USE OF SUGGESTION AWARDS

In FY-80, Agency employees were awarded \$33,210 in the Agencywide Suggestion Awards Program. This amount was divided among 122 separate suggestions with the average award being in the amount of \$272. The first year tangible savings to the Agency were \$207,807. It is reasonable to assume that the above figures could conceivably increase with an increased emphasis on the Agencywide Suggestion Awards Program.

COST \$66K
 PEOPLE _____
 SAVINGS: _____
 PEOPLE _____
 DOLLARS \$415K

| VOTE: | <u>Yes</u> | <u>No</u> |
|-------------|-------------------------------------|--------------------------|
| COMPTROLLER | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ADDS&T | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ADDO | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| DD/NFAC | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ADDA | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

See TAYLORS
ATTACHMENT.

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